STALHAM TOWN COUNCIL

5th May 2026

Dear Sir/ Madam
You are hereby summoned to attend the **Annual Council Meeting** of Stalham Town Council to be held in the Town Hall on **Monday 11th May 2026** at 7.00pm for the purpose of transacting the business listed on the agenda below.

Yours faithfully

Doreen Joy – Proper Officer and RFO
Stalham Town Hall
74 High Street, Stalham
Norfolk, NR12 9AS
Tel: 07881 638145
Email: Clerk@stalham-tc.gov.uk

AGENDA

01 Election of Mayor/Chair

02 Election of Deputy Mayor/Vice Chair

03 Apologies for Absence

04 Declarations of Interest and requests for Dispensations

05 Minutes of Previous Meetings

5.1 To agree and sign the minutes of the Full Council Meeting held on the 13th April 2026

06 Public Participation Time

The meeting will be adjourned for a period of 15 minutes to allow Members of the Public and any Councillors with prejudicial interests to speak.
Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting.

07 Interest Forms

7.1 Annual review of members interest forms.

08 Committees

8.1 To review the Amenities and Property Committee Terms of Reference.
8.2 To appoint members for the Amenities and Property Committee
8.3 To appoint a Chair and Vice Chair of Amenities and Property Committee.
8.4 To review the Finance & Data Protection Committee Terms of Reference.
8.5 To appoint members for the Finance & Data Protection Committee.
8.6 To appoint a Chair and Vice Chair of Finance & Data Protection Committee.
8.7 To review the Employment Committee Terms of Reference.
8.8 To appoint members for the Employment Committee.
8.9 To appoint a Chair and Vice Chair for the Employment Committee.
8.10 To review the Events Committee Terms of Reference.
8.11 To appoint members for the Events Committee.
8.12 To appoint a Chair and Vice Chair for the Events Committee.

09 Council Policies and Documentation

9.1 To consider and agree if to adopt the General Power of Competence.
9.2 To review and agree Councils Standing Orders
9.3 To review and agree Council's Code of Conduct policy.
9.4 To review and agree Councils Financial Regulations.
9.5 To consider and agree Councils' Working Group TOR.
9.6 To consider and agree Councils Scheme of Delegation.
9.7 To consider and agree Councils Insurance Renewal
9.8 To consider and agree Councils' Grant Awarding Policy.
9.9 Update on Councils' 5 Year Strategic Plan and to consider and agree any actions.
9.10 To consider and agree if to subscribe to NALC for 2026/2027

10. Amenities and Property Committee

10.1 Update on the public toilets from NNDC and to consider and agree any actions.
10.2 Update on CCTV for the Town Hall and to consider and agree any actions.
10.3 Update on Millside playground inspections and to consider and agree any actions.

11. Finance and Data Protection

11.1 To consider and agree bank reconciliations for April
11.2 To consider and agree Mays payments.
11.3 To agree and sign the Annual Governance Statement 2025/2026. (Section 1)
11.4 To agree and sign the Accounting Statements 2025/2026. (Section 2)
11.5 To agree the explanation of variances for the AGAR 2025/2026.
11.6 To consider and agree the Notice of Public Rights to Inspection of the Accounts
11.7 To consider and agree the bank reconciliation for 2024/2025.
11.8 To consider and agree if to subscribe to ChatGPT Business.
11.9 Update on S106 and to consider and agree any actions.
11.10 To agree the Confirmation of dates of the period for the exercise of Public Rights.
11.11 To consider and agree the Internal Auditors report.

12. Asset Register

12.1 To consider and agree the Asset register for 2025-2026

13. To Report any other business

Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council.

13.1 FOI – 3 for 2025-2026 totaling 2.5 hours of time
13.2 Delegated Authority.
Community Awards final voting on FB

14 Exclusion of the Press and Public

To resolve under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded due items pertaining to employment and legal issues.

14.1 Update on Employment issues and to consider and agree any actions. (RH)

15. Date of Next Meeting

15.1 To confirm that the date of the next Meeting of the Full Council 8th June 2026.

May's Payments											
NO	Account Dept	Payable to	Payment Method	Description	Net	VAT	Gross Amount	Name	Sign 1	Name	Sign 2
32	Street Lighting	Engie	D/D	Street Lights March 2026	£758.16	£151.63	£909.79	S. Toone		C. Scrivner	
33	Town Hall	EON	D/D	Town Hall Electric April 2026	£134.17	£6.71	£140.88	S. Toone		C. Scrivner	
34	Admin	EE	D/D	Mobiles - 28.3.26-28.4.26	£43.97	£8.79	£52.76	S. Toone		C. Scrivner	
35	Admin	BT	D/D	Phone & Internet May	£66.75	£13.35	£80.10	S. Toone		C. Scrivner	
36	Street Lighting	Cozens	ONLINE	Street Lights May 25	£150.00	£30.00	£180.00	S. Toone		C. Scrivner	
37	Employment	Doreen Joy	ONLINE	Employment Costs	£5,193.59			S. Toone		C. Scrivner	
38	Employment	Julie Hodds	ONLINE					S. Toone		C. Scrivner	
39	Employment	Norfolk Pension Fund	D/D					S. Toone		C. Scrivner	
40	Admin	Unity Bank	ONLINE	Bank Charges March 26	£0.00	£0.00	£13.30	S. Toone		C. Scrivner	
41	Employment	SAGE	ONLINE	Payroll 16/4/26-15/5/26	£11.00	£2.20	£13.20	S. Toone		C. Scrivner	
42	Admin	Anglian Internet	ONLINE	Upgrade of website hosting for 2025-2026	£120.00	£24.00	£144.00	S. Toone		C. Scrivner	
43	Admin	Anglian Internet	ONLINE	M365 X 2	£264.00	£52.80	£316.80	S. Toone		C. Scrivner	
44	Street Furniture	Alexander Rose	ONLINE	Bench for St Marys	£703.00	£140.80	£843.60	S. Toone		C. Scrivner	
45	Admin	Norwich Office Supplies	ONLINE	Stationary April	£124.84	£24.97	£149.81	S. Toone		C. Scrivner	
46	Street Furniture	BBT	ONLINE	Bin & Planters @ A149 Bus Shelter	£0.00	£0.00	£275.00	S. Toone		C. Scrivner	
47	Town Hall	Ayling Cleaning	ONLINE	Town Hall cleaning April	£0.00	£0.00	£207.50	S. Toone		C. Scrivner	
48	Admin	Unity Bank	ONLINE	Bank Charges April 26	£0.00	£0.00	£16.00	S. Toone		C. Scrivner	
49	Events	Lloyds	ONLINE	Various Items for events	£148.80	£25.22	£561.34	S. Toone		C. Scrivner	
50	Admin	T Newby	ONLINE	Internal Audit	£0.00	£0.00	£300.00	S. Toone		C. Scrivner	
51	Allotments	CT Baker	ONLINE	Posts and wire for new plots @ Allotments	£153.86	£30.77	£184.63	S. Toone		C. Scrivner	
52	Employment	MAD HR	ONLINE	HR Adviceline	£225.00	£45.00	£270.00	S. Toone		C. Scrivner	

Agreed at Full Council: 11.5.26 **Chair Sign:** **RFO Sign:**

May's Payments											
NO	Account Dept	Payable to	Payment Method	Description	Net	VAT	Gross Amount	Name	Sign 1	Name	Sign 2
53	Events & Allotments	Century Printing	ONLINE	Presentation cheques & allotment signs	£332.82	£66.56	£399.38	S. Toone		C. Scrivner	
54	Admin	Rialtus	ONLINE	Year End accounts	£907.00	£181.40	£1,088.40	S. Toone		C. Scrivner	
55	Events	Kmights Trophies	ONLINE	Awards for Annual Town Meeting	£0.00	£0.00	£151.50	S. Toone		C. Scrivner	
54	Admin	Broadland Computers	ONLINE	IT support 2025-2026 Anti Virus 2026-2027	£141.66	£28.34	£170.00	S. Toone		C. Scrivner	
55	NDP	CC Planning	ONLINE	Updating Neighbourhood Plan	£1,000.00	£200.00	£1,200.00	S. Toone		C. Scrivner	
56	Street Furniture	Westcotec	ONLINE	Removal & Installation of bus shelter	£2,964.00	£592.80	£3,556.80	S. Toone		C. Scrivner	
57	Allotments	E Smith	ONLINE	Deposit refund plot 10	£0.00	£0.00	£100.00	S. Toone		C. Scrivner	
58	Street Furniture	Little Thorpe	ONLINE	New Bus Shelter	£8,660.00	£1,732.00	£10,392.00	S. Toone		C. Scrivner	
59	Events	Julie Hodds	ONLINE	Refreshments for ATM	£0.00	£0.00	£4.55	S. Toone		C. Scrivner	
60	Admin	EE	ONLINE	Mobiles - 28.4.26-28.5.26	£55.62	£11.12	£66.74	S. Toone		C. Scrivner	
61	Street Furniture	A Meales	ONLINE	Plants for Town Hall and New Bus Shelter	£185.02	£60.97	£240.02	S. Toone		C. Scrivner	
62	Grants	Broadland 1st Responders	ONLINE	Grant Payment	£0.00	£0.00	£500.00	S. Toone		C. Scrivner	
63	Grants	1st Stalham Brownies	ONLINE	Grant Payment	£0.00	£0.00	£260.00	S. Toone		C. Scrivner	
64	Grants	Stalham Trefoil Guild	ONLINE	Grant Payment	£0.00	£0.00	£200.00	S. Toone		C. Scrivner	

Agreed at Full Council: 11.5.26 **Chair Sign:** **RFO Sign:**

May's Payments

NO	Account Dept	Payable to	Payment Method	Description	Net	VAT	Gross Amount	Name	Sign 1	Name	Sign 2
65	Grants	Stalham Baptist Church	ONLINE	Grant Payment	£0.00	£0.00	£300.00	S. Toone		C. Scrivner	
66	Grants	Walking Netball Group	ONLINE	Grant Payment	£0.00	£0.00	£275.00	S. Toone		C. Scrivner	
67	Grants	Repair Café	ONLINE	Grant Payment	£0.00	£0.00	£500.00	S. Toone		C. Scrivner	
68	Grants	Stalham WI	ONLINE	Grant Payment	£0.00	£0.00	£135.00	S. Toone		C. Scrivner	
69	Grants	North Norfolk Community Transport	ONLINE	Grant Payment	£0.00	£0.00	£500.00	S. Toone		C. Scrivner	
71	Grants	Museum of the Broads	ONLINE	Grant Payment	£0.00	£0.00	£260.00	S. Toone		C. Scrivner	
72	Grants	1st Stalham Rainbows	ONLINE	Grant Payment	£0.00	£0.00	£260.00	S. Toone		C. Scrivner	
73	Grants	Stalham Horticultural	ONLINE	Grant Payment	£0.00	£0.00	£185.00	S. Toone		C. Scrivner	
74	Grants	Stalham Town F.C.	ONLINE	Grant Payment	£0.00	£0.00	£435.00	S. Toone		C. Scrivner	
76	Grants	1st Stalham Scout Group	ONLINE	Grant Payment	£0.00	£0.00	£260.00	S. Toone		C. Scrivner	
77	Grants	901 Troop	ONLINE	Grant Payment	£0.00	£0.00	£260.00	S. Toone		C. Scrivner	
78	Grants	Stalham Mens Shed	ONLINE	Grant Payment	£0.00	£0.00	£260.00	S. Toone		C. Scrivner	
79	Grants	2nd Stalham & Sutton Brownies	ONLINE	Grant Payment	£0.00	£0.00	£260.00	S. Toone		C. Scrivner	
80	Grants	LocaliQ	ONLINE	Richardsons Stalham Steps	£550.00	£110.00	£660.00	S. Toone		C. Scrivner	
81	Burial Grounds	Darren's Gardening	ONLINE	Grass Cutting - April	£552.85	£110.57	£663.42	S. Toone		C. Scrivner	

Agreed at Full Council: 11.5.26 **Chair Sign:** **RFO Sign:**

MINUTES OF THE FULL COUNCIL MEETING HELD ON
MONDAY 13th APRIL 2026 AT THE TOWN HALL.

Present: Cllrs: K Bayes, S Toone, M Willoughby, P Wilmshurst, R Wilmshurst, M Green, C Scrivner , M McGeary, R Hood and S Maisey.

Members of Public: – 0

Proper Officer: D Joy
Admin Assistant: J Hodds

The Chair informed members that the meeting was being recorded.

MINUTES

01 Apologies for Absence

Cllr Taylor – work
The motion was proposed,
Members **AGREED** to accept Cllr Taylors apologies for absence.

02 Declarations of Interest and requests for Dispensations

If a member is not given a dispensation, they must withdraw from the meeting while the item is discussed. (Standing Orders Section 13)
Cllr Bayes and Scrivner declared an interest in item 10.5.

03 Minutes of Previous Meetings

3.1 To **AGREE** and sign the minutes from the Full Council Meeting on the 9th February 2026.
The motion was proposed,
Members **AGREED** the minutes from the Full Council Meeting on the 9th February 2026.

3.2 To **AGREE** and sign the minutes from the Full Council Meeting on the 9th March 2026.
The motion was proposed,
Members **AGREED** the minutes from the Full Council Meeting on the 9th March 2026

3.3. To **ADOPT** the minutes of the Finance & Data Protection Committee Meeting on the 31st March 2026.
The motion was proposed,
Members **AGREED** to **ADOPT** the minutes of the Finance & Data Protection Committee Meeting on the 31st March 2026.

3.4 To **ADOPT** the minutes of the Events Working Group held on the 16th March 2026
The motion was proposed,
Members **AGREED** to amend the resolution to say:
*"To **ADOPT** the minutes of the Events Committee held on the 16th March 2026"*
The motion was proposed,
Members **AGREED** to **ADOPT** the minutes of the Events Committee held on the 16th March 2026.

04 Mayors Report

Litter picking has commenced once again. Many thanks to Phil, Val, Peter, and Pat Kerrison for their continued support.

Well done to Doreen and Julie for organising the Easter Egg Hunt, and to councillors for placing the painted wooden eggs around Stalham for everyone to enjoy.

It is lovely to see the newly installed Spring Watch posts around the town, along with the accompanying trail sheets. These are a great way to encourage young people in Stalham to engage with and learn about the local wildlife that inhabits these areas.

It was a pleasure to officially open the newly installed pontoon at the Staithe on Saturday. Although the weather was not ideal, several kayakers and paddleboarders attended. Many thanks to Doreen for securing the grant funding, applying to the Broads Authority for permission, and liaising with organisations and local residents to bring this project to fruition.

Finally, many thanks to all the volunteers from our local community and fellow councillors who assisted with the distribution of the council's newsletter.

It is disappointing and very sad to see the Original Factory Shop closing in the high street and hope that the staff find suitable employment, I hope that the shop isn't left vacant too long and a suitable retailer can be encouraged to join our unique high street.

It is disappointing to see the negative reporting regarding the pest issue we have in the high street. It is clearly an unacceptable situation that was initially report to environmental health at NNDC on 15th Jan. Although several follow up emails chasing up the issue – it has to follow due legal process which has caused the delay in resolving the issue.

05 Public Participation Time

The meeting will be adjourned for a period of 15 minutes to allow Members of the Public to receive County and District Councillors reports and allow Councillors with prejudicial interests to speak.

Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting.

The motion was proposed,

Members **AGREED** to adjourn the meeting to allow all members of the public present to speak.

County Councillor Dixon gave his report.

The motion was proposed,

Members **AGREED** to resume the meeting

06 MATTERS FROM PREVIOUS MEETINGS

To report on progress on items from previous meetings. No decisions may be taken.

6.1 All agreed minutes filed.
6.2 All payments authorised.
6.3 Planning applications replied to.
6.4 Councillor Courses in progress
6.5 Internal Auditor engaged.
6.6 Developer emailed re S106 monies idea.
6.7 Councils Risk Management Policy pending (RH & DJ).
6.8 Councils Compliments and Complaints Policy pending (RH & DJ).
6.9 Councillors Induction Pack pending (RH & DJ).
6.10 Newsletter delivery list – still some roads need covering.
6.11 Admin Assistant courses booked.
6.12 Christmas Risk Assessment update and placed on October's Full Council for delegated assignments.
6.13 Community Planning engaged re Neighbourhood plan.
6.14 Redcat engaged re Health and Safety report.
6.15 Spring Watch risk assessment updated and emailed to insurance.

07 Amenities

7.1 Update on Millside's weekly playground inspections and to consider and agree any actions.
No action required

7.2 Update on residents' window and to consider and agree any actions.
The motion was proposed,
Members **AGREED** to email the resident the 2 options presented.
-To go back to his insurance and gather further evidence
- Claim off Councils insurance.

7.3 Update on the public toilets in Stalham and to consider and agree any actions.
The motion was proposed,
Members **AGREED** to go back to NNDC and ask for further clarification.

7.4 To consider and agree if to **ADOPT** the updated Neighbourhood Plan.
The motion was proposed,
Members **AGREED** to **ADOPT** the updated Neighbourhood Plan.

7.5 To consider and agree litter picking dates for 2026.
The motion was proposed,
Members **AGREED** for Cllrs Green and Bayes to liaise with the volunteers and set up scheduled dates and times for the litter pick.

7.6 Update on the boiler service and to consider and agree any actions.
The motion was proposed,
Members **AGREED** to service the boiler annually.

7.7 Update on the lighting at the Yarmouth Road development and to consider and agree any actions.
The motion was proposed,
Members **AGREED** not to take over any lighting placed on the new Yarmouth Road development.

08 Finance & General Purposes Committee

8.1 To consider and agree March's reconciliations accounts.
The motion was proposed,
Members **AGREED** March's reconciliations accounts.

8.2 To consider and agree April's payments.
The motion was proposed,
Members **AGREED** April's payments with the addition of £250 to BBT for the dismantle and removal of the broken bench in the burial ground at Campingfield.

8.3 To consider and agree if to agree the quote for the Fire Shutter at the kitchen.
The motion was proposed,
Members **AGREED** not to install a shutter but to install intumescent strips.

8.4 To consider and agree the quotes for the CCTV at the back of the Town Hall.
The motion was proposed,
Members **AGREED** to email Councils insurance for their requirements.

8.5 To consider and agree the quotes for the Cooker for the kitchen.
The motion was proposed,
Members **AGREED** for Cllr P Wilmshurst to fix the cooker as there were no electrical issues, and not to purchase a new cooker.

09 Training

10 Policies, Documents and Communications.

10.1 To consider and agree Councils Anti-Bullying and Harassment Policy.
The motion was proposed,
Members **AGREED** Councils Anti-Bullying and Harassment Policy.

10.2 To consider and agree Councils No Smoking & Vaping Policy.
The motion was proposed,
Members **AGREED** Councils No Smoking & Vaping Policy.

10.3 To consider and agree Councils Fire Safety Policy.
The motion was proposed,
Members **AGREED** Councils Fire Safety Policy.

10.4 To consider and agree if to employ MAD HR to compile Councils Employment Policies.
The motion was nor carried.

10.5 To consider and agree the Grant Applications for 2026.
The motion was proposed,
Members **AGREED** the following £5000 budgets grant money to be allocated to the following applications.

Organisation	Grant Awarded
Broadland 1st Responders	£500.00
Stalham Broads WI	£135.00
North Norfolk Community Transport	£500.00
Stalham Baptist Church	£300.00
Norfolk Community Law Service	£0
Stalham Community Fridge	£150.00
1st Stalham Rainbows	£260.00
Community Gym	£0
Stalham & District Horticultural Society	£185.00
Stalham Business Forum	£0
Stalham Football Club	£435.00
Museum of the Broads	£260.00
Stalham Fire Museum	£0
Stalham Trefoil Guild	£200.00
Age UK	£0
Stalham Broads Walking Football	£275.00
Repair Cafe	£500.00
2nd Stalham & Sutton Brownies	£260.00
1st Stalham Scout Group	£260.00
Joint Service Cadet Corp	£0
Saint Furseys Orthodox Church	£0
Stalham Brass Band	£0
Stalham Mens Shed	£260.00
901 Troop Marine Cadets	£260.00

10.6 To consider and agree a way forward with the Business Forum.
The motion was proposed,
Members **AGREED** for Cllrs Bayes and Masiey, along with the Clerk to meet with the business forum.

10.7 To consider and agree Councils Data Protection Policy.
The motion was proposed,
Members **AGREED** Councils Data Protection Policy.

10.8 To consider and agree thank you letter to East Coast College.
The motion was proposed,
Members **AGREED** the thank you letter to East Coast College.

10.9 To consider and agree letter inviting local businesses to Stalham.
The motion was proposed,
Members **AGREED** the letter inviting local businesses to Stalham.

11 Events

11.1 To consider and agree the risk assessment for the Artisan Market.
The motion was proposed,
Members **AGREED** the risk assessment for the Artisan Market.

11.2 To consider and agree the new charges from NNDC for street markets.
The motion was proposed,
Members **AGREED** for Cllrs Bayes and Taylor to take this up with NNDC in their District Council role but keep Council in the loop.

Cllr Dixon entered the meeting.

12 To Report any other business.
Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council.

12.1. Delegation of Powers for:
Additional Victorian Lantern for the High Street
Letter in support of participants doing the Duke of Edinburgh Award.
Wayfinding posts in Stalham
Working Group for Grants.

13 Date of Next Meeting

13.1 To confirm that the date of the next Meeting of the Town Council 11th May 2026.

MEETING CLOSED: 8:45PM

CHAIR:____________________________________ DATE:_____________

Amenities & Properties Committee
Terms of Reference

1. Committee

The Amenities & Properties Committee is constituted as a Standing Committee of Stalham Town Council.

2. Members

Five Councillors appointed annually at the Annual Meeting of the Town Council. The quorum of the Committee shall be three Members.

3. Voting

Only those appointed may vote at a meeting. In the case of an equal vote the Chairman of the Committee shall have a second or casting vote.

4. Interests

If a Member has a personal interest as defined by the Code of Conduct adopted by the Town Council, then they shall declare such interest as soonas it becomes apparent, disclosing the nature and extent of the interest as required.
N.B. If a member who has declared an interest then considers the interest to be prejudicial, they must withdraw from the room during consideration of the agenda item to which the interest relates

5. Chairman and Vice-Chairman

The Chairman and Vice Chairman are to be elected annually by Full Council at the Annual Meeting.

6. Meetings

The Committee will meet as per the calendared dates set in September each year, with a minimum of 3 working days' notice given.

7. Terms Of Reference

To review the Terms of Reference of the Amenities & Properties Committee the Annual Meeting of the Council and when necessary, the committee to make appropriate recommendations to Full Council.

8. Responsibilities

The Amenities & Properties Committee has the delegated authority from Stalham Town Council:

1. To make representations to the Local Planning Authority on applications for planning permission which have been notified to the Council.
2. To make representations in respect of appeals against the refusal of planning permission.
3. To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
4. To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.
5. To deal with any other planning related matter that a meeting of the Full Council considers appropriate to be referred to the Planning Committee.

The Amenities & Properties Committee will also oversee and advise the Council on all matters relating to the upkeep of open spaces and provision of local amenities by:

1. Managing and monitoring any work performed by contractors.
2. Inspecting and maintaining equipment in the play equipment in accordance with recognised health and safety standards and other legislation.
3. Ensuring that open spaces and all other Council land is maintained in good order and kept free of litter, rubbish, or other obstructions.
4. Responsibility for allotment, the Staithe, Town Hall, burial grounds and cemetery.
5. Managing the maintenance of Council owned bus shelters, benches and other street furniture including their cleanliness and structural soundness.
6. Providing and maintaining street litter and dog waste bins if not provided by NNDC.
7. Ensuring that other public and community bodies concerned with local amenities perform their services in accordance with the needs of the community.
8. Maintaining Council owned streetlights.
9. The Committee shall have a remit to commit/spend up to £1000 of expenditure. Any amount over that value will be reported to the Full Council meeting for their approval.

9. Planning Applications

Planning applications shall be displayed at the Amenities & Properties meetings in order for Members and the Public to view.

In cases where a planning application deadline is before a Full Council's Meeting or scheduled Amenities & Properties Meeting then the Councils Planning Protocolshall be adhered to.

The Planning Committee has an obligation to ensure that any comments received, prior to the meeting, from any relevant parties, applicants, and objectors, for planning applications (not including enforcement notices) are considered at the meeting.

10. Responses

The Clerk will communicate to the Local Planning Authority the Committee's decision in respect of applications considered.

Where an application is subject to an appeal, the Committee is authorised to make written representation or to elect a member of the Committee to attend the hearing.

Wherever possible, a member of the Planning Committee is to be nominated to attend Planning Authority's meeting, as necessary.

All correspondence should be conducted through the Clerk.

11. Meeting Duration

The Amenities & Properties Meeting shall be for a maximum of 3 hours, with anyunfinished business being taken at the beginning of the next Full Council Meeting. In exceptional circumstances the meeting may be extended with a vote taken by Members.

12. Minutes

All Minutes shall be open for inspection by any Member of the Town Council or Public.

All planning applications, the responses and eventual results shall be noted in the minutes.

13. Reporting to Council

The Chair of the Amenities & Properties Committee must report to Full Council in respect of those activities at meetings in order that progress may be noted and decisions ratified.

14. Admission Of The Public And Press

The Public and Press may be admitted to all meetings. If required, they may be temporarily excluded by means of a special resolution as follows: "In accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item".

Finance & Data Protection Committee
Terms of Reference

1. Committee
The Finance and General Purposes Committee (F&DP) is constituted as a Standing Committee of Stalham Town Council.

2. Members
5 Councillors to be appointed annually at the Annual Meeting of the Town Council
The quorum of the Committee shall be three Members.

3. Voting
Only those appointed may vote at a meeting. In the case of an equal vote the Chairman of the Committee shall have a second or casting vote.

4. Interests
If a Member has a personal interest as defined by the Code of Conduct adopted by the Town Council then they shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.
If a Member who has declared an interest then considers the interest to be prejudicial, they must withdraw from the room during consideration of the agenda item to which the interest relates.

5. Chairman and Vice-Chairman
The Chairman and Vice-Chairman are to be elected annually by the Full Council at the Annual Meeting.

6. Meetings
The Committee will meet as per the calendared dates set in September, with a minimum of 3 working days' notice given.

7. Terms Of Reference
To review the Terms of Reference of the F&DP Committee at the Annual Meeting of the Council andwhen necessary the committee to make appropriate recommendations to Full Council.

8. Responsibilities

Finance

The Committee has overall responsibility for the management of the Council's financial affairs in accordance with legislative requirements, regulations and guidelines. These will include:

• Providing accounts, end-of-year balance sheets and supporting documentation.

• Setting up accounting practices and systems.

• To apply Best Value Principles to the Council's affairs, even though there is no legal requirement to undertake this and recommend accordingly.

To consider forward planning and provide earmarked reserves for the replacement of equipment, vehicles, buildings and specific items of expenditure required in the future to lessen the precept burden in any one year.

• Undertaking an annual review of all fees, charges, direct debits and allowances.

• To consider all aspects of the Council's delivery service and recommend accordingly.

• To seek grant aid and appropriate support in respect of the responsibilities of the Council.

• Making investment recommendations in the long and short term.

• Ensuring the Council is adequately insured that this is reviewed annually and recommend accordingly to Full Council.

• To produce each year a financial report to be made available to the public.

• Authorising subscriptions to organisations that are involved in local and national issues, which affect the work of the Council.

• Monitoring all Committees income and expenditure during the financial year and where appropriate recommending action to be taken.

• To appoint at least four Committee Members that are not bank signatories at the Annual Council Meeting to audit the Council's financial affairs throughout the year to ensure practices, procedures, best value principles, management and legislative requirements are complied with and there are no discrepancies. These Members and the Chairman of the Committee consider all the above financial matters and make appropriate recommendations where necessary to this Committee.

• Recording expenditure under Section 137 of the Local Government Act and recording this in end of year balance sheets.

• Recommending the borrowing of funds and making the appropriate Loan Sanction Applications.

• To review annually and update the Financial Regulations, ensuring they are observed and make appropriate recommendations to Full Council.

• To prepare and submit the Council's annual budget for approval to the December Full Council Meeting.

• To ensure that all reserves are managed in line with the Council's Financial Regulations.

• To receive and review both Internal and External Audit Reports and arrange for implementation of any recommendations. The Internal Auditor carries out Audits twice a year and is appointed by the Council. The External Auditor carries out an annual Audit of the Annual Return and is appointed by legislation.

• To oversee all legal matters pertaining to leases, mortgage, insurance claims, easements, tenancies, contracts, loans, insurance cover, damage to property, vehicle insurance specification of work and debt recovery and make recommendations to Full Council.

• The Committee shall have a permit to commit/spend up to £1000 of expenditure. Any amount above that value will be reported to the Full Council meeting for their approval.

Data Protection

- To determine the purpose and manner of processing personal data according to the law
- To ensure that councillors and staff receive ongoing and appropriate training for Data Protection
- To conduct a survey of the Information Audit, Privacy Notices and any Risk Management to ensure compliance with Data Protection
- To receive any reports from the DPO of any manifestly unfounded requests and confirm action to be taken
- To receive reports from the DPO of any investigation of breaches which might need to be undertaken
- To make an annual review of the GDPR Policy and recommend any changes to Council which might be required
- To recommend to Council any changes which may be required in Standing Orders in respect of DP

9. Meeting Duration

The F&DP Committee Meeting shall be for a maximum of 3 hours, with any unfinished business beingtaken at the beginning of the next F&DP Committee Meeting. In exceptional circumstances the meeting may be extended with a vote taken by Members.

10. Minutes

All Minutes shall be open for inspection by any Member of the Town Council or Public.

11. Reporting to Council

The Chair of the F&DP Committee must report to Full Council in respect of those activities at meetings in order that progress may be noted and decisions ratified.

12. Admission Of The Public And Press

The Public and Press may be admitted to all meetings. If required, they may be temporarily excludedby means of a special resolution as follows: “In accordance with s1(2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item”.

Employment Committee
Terms of Reference

1. Committee

The Employment Committee is constituted as a Standing Committee of Stalham Town Council.

2. Members

Four Councillors appointed annually at the Annual Meeting of the Town Council as voting members.
The quorum of the Committee shall be three Members.

3. Voting

Only those appointed may vote at a meeting. In the case of an equal vote the Chairman of the Committee shall have a second or casting vote.

4. Interests

If a Member has a personal interest as defined by the Code of Conduct adopted by the Town Council, then they shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of the interest as required.
If a member who has declared an interest, then considers the interest to be prejudicial, they must withdraw from the room during consideration of the agenda item to which the interest relates.

5. Chairman and Vice-Chairman

The Chairman and Vice Chairman are to be elected annually by the Full Council their Annual Meeting.

6. Meetings

One meeting will be held every year to review all staff contracts and job descriptions and associated HR policies. Otherwise, meetings will be convened as and when necessary, eg to deal with grievance or disciplinary matters, to recruit staff vacancies; or to deal with other emerging personnel issues.

7. Confidentiality

All Members must preserve confidentiality of all individual staffing matters pertaining to the business of the Committee.

8. Terms Of Reference

To review the Terms of Reference of the Employment Committee, when necessary, the committee to make recommendations to Full Council.

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9. Responsibilities

The Employment Committee has the delegated authority for Stalham Town Council:

A. To advise Council on issues of staff pay and conditions.
B. To consider and recommend harmonisation of the terms and conditions of service and pension provision of employees.
C. To conduct 6 monthly reviews and an annual appraisal for each employee and to report recommendations to Council.
D. To ensure the Council complies with all legislative requirements relating to the employment.
E. To deal with any disciplinary or grievance matters in accordance with the Council's adopted procedures.
F. To annually review all employment policies and procedures, including Grievance and Disciplinary Procedures, and the Equality Policy.
G. To oversee the appointment and recruitment process of Council employees and make recommendations to Full Council.
H. To develop and support all employees.

MODEL STANDING ORDERS 2018 (ENGLAND) — UPDATED APRIL 2022

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INTRODUCTION

This is version two of Model Standing Orders 2018 (England) updated on April 2022. Update to Model Standing Order 18 only.

How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

Drafting notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this '(   )' requires information to be inserted by a council. A model standing order that includes brackets like this '[ ]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. RULES OF DEBATE AT MEETINGS

a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.

b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.

d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.

h A councillor may move an amendment to his/her/their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.

j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.

k One or more amendments may be discussed together if the chair of the meeting considers this expedient, but each amendment shall be voted upon separately.

l A councillor may not move more than one amendment to an original or substantive motion.

m The mover of an amendment has no right of reply at the end of debate on it.

n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

i. to speak on an amendment moved by another councillor;

ii. to move or speak on another amendment if the motion has been amended since he/she/they last spoke;

iii. to make a point of order;

iv. to give a personal explanation; or

v. to exercise a right of reply.

p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he/she/they consider has been breached or specify the other irregularity in the proceedings of the meeting he/she/they is concerned by.

q A point of order shall be decided by the chair of the meeting, and his/her/their decision shall be final.

r When a motion is under debate, no other motion shall be moved except:

i. to amend the motion;

ii. to proceed to the next business;

iii. to adjourn the debate;

iv. to put the motion to a vote;

v. to ask a person to be no longer heard or to leave the meeting;

vi. to refer a motion to a committee or sub-committee for consideration;

vii. to exclude the public and press;

viii. to adjourn the meeting; or

ix. to suspend standing order(s) excepting those which reflect mandatory statutory or legal requirements.

s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her/their right of reply.

t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.

b If person(s) disregards the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

● a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**

● b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

● c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**

● ● d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

f The period designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.

g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.

h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

i A person shall raise his/her/their hand when requesting to speak.

j A person who speaks at a meeting shall direct his/her/their comments to the chair of the meeting.

k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.

● ● l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**

● ● m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

● ● n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

● o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his/her/their absence be done by, to or before the Vice-Chair of the Council (if there is one).**

● p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

● ● ● q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her/their casting vote whether or not he/she/they gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her/their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

i. the time and place of the meeting;

ii. the names of councillors who are present and the names of councillors who are absent;

iii. interests that have been declared by councillors and non-councillors with voting rights;

iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;

v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;

vi. if there was a public participation session; and

vii. the resolutions made.

u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her/their right to participate and vote on that matter.**

v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

x A meeting shall not exceed a period of 3 hours.

4. COMMITTEES AND SUB-COMMITTEES

a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

d The Council may appoint standing committees or other committees as may be necessary, and:

i. shall determine their terms of reference;

ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;

iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;

iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;

v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 7 days before the meeting that they are unable to attend;

vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;

vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;

viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

ix. shall determine if the public may participate at a meeting of a committee;

x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**

b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**

c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**

d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**

e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**

f **The Chair of the Council, unless he/she/they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her/their successor is elected at the next annual meeting of the Council.**

g **The Vice-Chair of the Council, if there is one, unless he/she/they resign or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**

h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**

i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chair of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**

j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:

i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his/her/their acceptance of office form unless the Council resolves for this to be done at a later date;**

ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;

iii. Receipt of the minutes of the last meeting of a committee;

iv. Consideration of the recommendations made by a committee;

v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

vi. Review of the terms of reference for committees;

vii. Appointment of members to existing committees;

viii. Appointment of any new committees in accordance with standing order 4;

ix. Review and adoption of appropriate standing orders and financial regulations;

x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

xi. Review of representation on or work with external bodies and arrangements for reporting back;

xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;

xiii. Review of inventory of land and other assets including buildings and office equipment;

xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;

xv. Review of the Council's and/or staff subscriptions to other bodies;

xvi. Review of the Council's complaints procedure;

xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);

xviii. Review of the Council's policy for dealing with the press/media;

xix. Review of the Council's employment policies and procedures;

xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**

b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**

c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.

d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 3 members of the committee [or the sub-committee], any 3 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

PREVIOUS RESOLUTIONS

a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

7. VOTING ON APPOINTMENTS

a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

8. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

a A motion shall relate to the responsibilities of the meeting for which it is tabled and, in any event, shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.

e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

f The decision of the Proper Officer as to whether to include the motion on the agenda shall be final.

g Motions received shall be recorded and numbered in the order that they are received.

h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

9. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

a The following motions may be moved at a meeting without written notice to the Proper Officer:

i. to correct an inaccuracy in the draft minutes of a meeting;

ii. to move to a vote;

iii. to defer consideration of a motion;

iv. to refer a motion to a particular committee or sub-committee;

v. to appoint a person to preside at a meeting;

vi. to change the order of business on the agenda;

vii. to proceed to the next business on the agenda;

viii. to require a written report;

ix. to appoint a committee or sub-committee and their members;

x. to extend the time limits for speaking;

xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;

xii. to not hear further from a councillor or a member of the public;

xiii. to exclude a councillor or member of the public for disorderly conduct;

xiv. to temporarily suspend the meeting;

xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);

xvi. to adjourn the meeting; or

xvii. to close the meeting.

10. MANAGEMENT OF INFORMATION

See also standing order 20.
The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.

a **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

b **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

c **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

DRAFT MINUTES

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she/they shall sign the minutes and include a paragraph in the following terms or to the same effect:

> "The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his/her/their view was not upheld by the meeting, and the minutes are confirmed as an accurate record of the proceedings."

● ● ● e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

11. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.

a Unless he/she/they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.

b Unless he/she/they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has another interest if so required by the Council's code of conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.

c **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

d A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.

e A dispensation request shall confirm:

i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and

iv. an explanation as to why the dispensation is sought.

f Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].

g A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:

i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;

ii. granting the dispensation is in the interests of persons living in the Council's area; or

iii. it is otherwise appropriate to grant a dispensation.

12. CODE OF CONDUCT COMPLAINTS

a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.

b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

c The Council may:

i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;

ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

13. PROPER OFFICER

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

i. **at least three clear days before a meeting of the council, a committee** or a sub-committee**,**

- serve on councillors by delivery or post at their residences or by email authenticated in accordance with the Council's adopted IT and communications policies, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and clarified.
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 3 days before the meeting confirming his/her/their withdrawal of it;

iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his/her/their office;**

iv. **facilitate inspection of the minute book by local government electors;**

v. **receive and retain copies of byelaws made by other local authorities;**

vi. hold acceptance of office forms from councillors;

vii. hold a copy of every councillor's register of interests;

viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);

x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

xii. arrange for legal deeds to be executed; (*see also standing order 23);*

xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;

xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;

xv. xv. refer a planning application received by the Council to the Chairman or in his absence Vice-Chairman (if there is one) of the Council or Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council or Committee manage access to information about the Council via the publication scheme; and

xvi. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect. (s*ee also standing order 23).*

14. RESPONSIBLE FINANCIAL OFFICER

a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

15. ACCOUNTS AND ACCOUNTING STATEMENTS

a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".

b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

i. the Council's receipts and payments (or income and expenditure) for each quarter;

ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;

iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and

ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

16. FINANCIAL CONTROLS AND PROCUREMENT

a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

i. the keeping of accounting records and systems of internal controls;

ii. the assessment and management of financial risks faced by the Council;

iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.

b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**

d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

   i. a specification for the goods, materials, services or the execution of works shall be drawn up;

   ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

   iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;

   iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

   v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

   vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

17. HANDLING STAFF MATTERS

a A matter personal to a member of staff that is being considered by a meeting of the Personnel Committee is subject to standing order 11.

b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chair of the Personnel committee, if he is not available, the vice-Chair of absence occasioned by illness or other reason and that person shall report such absence to the Committee at its next meeting.

c The Personnel Committee shall upon a resolution conduct a review of the performance and annual appraisal of the work of all employees. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by Employment Committee.

d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the Chair of Employment Committee in his absence the other members of the Employment Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of Employment Committee.

e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the Chair or vice-Chair of the Employment Personnel Committee this shall be communicated to another member Employment Committee, which shall be reported back and progressed by resolution of the Employment Committee.

f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

18. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

b. [*If gross annual income or expenditure (whichever is higher) does not exceed £25,000*] **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

[*If gross annual income or expenditure (whichever is the higher) exceeds £200,000*] **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015**.

19. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

a The Council may appoint a Data Protection Officer.

b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her/their personal data.**

c **The Council shall have a written policy in place for responding to and managing a personal data breach.**

d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**

f **The Council shall maintain a written record of its processing activities.**

20. RELATIONS WITH THE PRESS/MEDIA

a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

21. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

22. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.

b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

23. RESTRICTIONS ON COUNCILLOR ACTIVITIES

a. Unless duly authorised no councillor shall:

   i. inspect any land and/or premises which the Council has a right or duty to inspect; or

   ii. issue orders, instructions or directions.

24. STANDING ORDERS GENERALLY

a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 6 councillors to be given to the Proper Officer in accordance with standing order 9.

c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.

d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

STALHAM TOWN COUNCIL

FINANCIAL REGULATIONS

Contents

These Financial Regulations were adopted by the council at its meeting held on 12th May 2025.

1. General

1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4. In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in the current edition of the Practitioners' Guide (Governance and Accountability for Smaller Authorities in England or Wales, as applicable)
- *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
- 'Must' and **bold text** refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. [The Clerk has been appointed as RFO and these regulations apply accordingly.] The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;

- authorise any grant or single commitment in excess of £5,000;

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk shall prepare, for approval by Full Council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by Full Council.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council;**

3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual {Governance and Accountability} Return.

3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual {Governance and Accountability} Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices**.

3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7. The internal auditor shall be appointed by Full Council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8. The council shall ensure that the internal auditor:

- is competent and independent of the financial operations of the council;
- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax (England) requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Budget Committee at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council.

4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the Full Council.

4.5. The Budget working group (if any) shall review its draft budget and submit any proposed amendments to Full Council not later than the end of October each year.

4.6. The draft budget {with any committee proposals, including any recommendations for the use or accumulation of reserves, shall be considered by the Budget working group and Full Council.

4.7. Having considered the proposed budget, the council shall determine its council tax (England) requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

4.8. Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.

4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.

4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by Full council.

5. Procurement

5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

5.4. For a contract for the supply of goods, services or works where the estimated value will exceed the the relevant procurement thresholds set out in the Public Contracts Regulations 2015 (as amended from time to time), the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by council Tenders shall be invited in accordance with Appendix 1.

5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation[1] regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**

5.8. For contracts greater than £5,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;

5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.10. For smaller purchases, the Clerk shall seek to achieve value for money.

5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council {or relevant committee}. Avoidance of competition is not a valid reason.

5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

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[1] The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- The Clerk, under delegated authority, for any items below £500 excluding VAT.
- the Clerk, in consultation with the Chair of the Council, for any items below £2,000 excluding VAT.
- A duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT.
- In respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- the council for all items over £5,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order {unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council {or a duly delegated committee acting within its Terms of Reference} except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to Council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless [the council] is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services above £2,000 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the Clerk.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity. The arrangements shall be reviewed annually for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. {Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO}.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by [online banking/cheque], in accordance with a resolution of the council or a delegated decision by an officer, unless [the council] resolves to use a different payment method.

6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.

6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.

6.8. A list of such payments shall be reported to the next appropriate meeting of the Finance Committee for information only.

6.9. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:

i. any payments of up to £500 excluding VAT, within an agreed budget.

ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.

iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of [the council], where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Full Council.

iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council

6.10. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council .The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify 3 councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. No signatory should be involved in approving any payment to themselves.}

7.2. All authorised signatories shall have access to view the council's bank accounts online.

7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.

7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.

7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.

7.8. A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.

7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.

7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.

7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk . This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the Clerk..

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council meeting. Any signatures obtained away from council meetings shall be reported to the council at the next convenient meeting.

9. Payment cards

9.1. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by [the council]. Transactions and purchases made will be reported to [the council] and authority for topping-up shall be at the discretion of [the council].

9.2. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and 1 Councillor and any balance shall be paid in full each month.

9.3. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy.

10. <u>Petty Cash</u>

a) The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

b) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.

c) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

d) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**

11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

11.3. Salary rates shall be agreed by the Employment Committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Employment Committee .

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the finance committee to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The Clerk shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment .

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk shall give prompt notification to [the RFO] of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to [the council] at the next available meeting. The RFO shall negotiate all claims on the council's insurers.

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council.

18. Charities

18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

19.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

[ADDED] The council shall have arrangements for prevention and detection of fraud and corruption.

[ADDED] Suspension of regulations shall be limited in scope and duration and not conflict with statutory requirements.

[ADDED] Payroll and financial data shall comply with Data Protection Act 2018 and UK GDPR.

Working Group
Terms of Reference

1. Working Group
The Group is a working group of Stalham Town Council.

2. Members
The Working Group is made up of Councillors. The quorum of the Working Group shall be 3 Members.
Any members wishing to join the working group must be agreed and voted on by Full Council or the Standing Committee of Council that appointed it.
No more than 5 members shall be appointed to the working group.

3. Chairman and Vice-Chairman
The Chairman and Vice-Chairman are to be appointed by the working group at their first Meeting.

4. Meetings
The working group will call meetings as and when needed.

5. Terms of Reference
To review the Terms of Reference of the Working Group at the Annual Meeting of the Council and when necessary, the working group to make appropriate recommendations to Full Council or the Standing Committee that appointed it.

6. Responsibilities
The Working Group has the overall responsibility for the management of the task given to it by the Amenities Committee of the Council.
The Working Group must ensure they run in accordance with legislative requirements,regulations, and guidelines.
These will include:
• To report make recommendations to the Committee that appointed it.
• To ensure protocols and guidelines from Councils insurance company are adhered to.
• All financial spending to be agreed by Full Council.

7. Minutes
Informal minutes will be taken at the meeting and distributed to Working Group members and Full Council or the Standing Committee that appointed it.

8. Reporting to Council
The Chair of the Working Committee must report to Full Council or the Standing Committee that appointed it.

Scheme of Delegation

S101 delegation of powers

The Scheme of Delegation (s101 of the 1972 LGA), provides delegating authority to the Clerk for making decisions on behalf of the council as and when appropriate. S101 requires formally agreed Terms of Reference by the Council which this document provides.

This scheme of delegation is a temporary measure to facilitate effective decision-making related difficulties that prevent Council from fulfilling its duties and functions under the LGA 1972.
This allows the Clerk to take on the executive role during this time.

Delegation of Power

Section 101 of the Local Government Act 1972 provides:

- That a Council may delegate its powers (except those incapable of delegation) to a committee or an officer.
- A Committee may delegate its powers to an officer.
- The delegating body may exercise Powers that have been delegated.

Any delegation to the Proper Officer shall be exercised in compliance with the Council's Standing Orders, Financial Regulations and any other policies or conditions imposed by the Council and within the law.

The Proper Officer may nominate another named Officer to carry out any powers and duties, which have been delegated to the Proper Officer by Council.

In an emergency the Proper Officer is empowered to carry out any function of the Council, except those matters reserved to Full Council by law.
Where officers are contemplating any action under delegated powers, which is likely to have a significant impact, they must consult a minimum of two Members, including the Chair or Vice-Chair where possible, and must obtain appropriate legal, financial and other specialist advice before action is taken.

The following items may not be delegated to the Clerk:
- To appoint the Chairman and Vice-Chairman in May each year
- To sign off the Governance Statement by 30th June each year
- To set the precept
- To appoint the Clerk
- To make byelaws
- To borrow money
- To consider any matter required by law to be considered by Council.

To the Proper Officer LGA 1972 s101
The Council's Scheme of Delegation authorises the Clerk to the Council to act with delegated authority in the circumstances detailed below:

To take action:
1. To act on any issue that cannot reasonably wait until the next Town Council meeting; as a temporary measure the Proper Officer is empowered to take decisions that would normally be taken by Full Council, or a committee or a working group, except where such decisions are reserved to Council by law.

Consultation may be by email or by telephone or by virtual meeting, followed by a confirmation email.

2. Where practicable the Clerk shall consult all Members. If circumstances do not permit this, the Clerk must consult the Chair or Vice Chair and take their view into account.

Financial thresholds:
3. To authorise expenditure on items where the Council has previously approved the budget to a maximum of £3,000 per transaction, in line with Financial Regulations, having consulted Members.

4. To incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement or essential work which is urgent, whether or not there is budgetary provision, subject to a limit of £500.00 per transaction, having informed Members.

5. To take any action regarding minor repairs or purchases (up to a cost of £500.00 per transaction) having informed all Members.

Planning Matters:
6. Planning applications will be received by the Clerk and responses submitted following consultation with Members where timescales do not permit consideration by Council or Committee. All decisions must be reported to the next meeting.

Delegation Limitations, Record keeping & Reporting:
7. Records will be kept demonstrating a clear audit trail of all decision making.

8. All decisions will be reported at the next available Full Council Meeting.

9. Delegated actions shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation

STALHAM TOWN COUNCIL

GRANT AWARDING POLICY

1. Introduction

A grant is a payment made by the Council to support a specific project that benefits the town or its residents.

i. Providing a service

ii. Enhancing the quality of life

iii. Improving recreation and/or sports

iv. Improving the environment

v. Promoting the town of Stalham in a positive way

2. Grant Application Process

2.1 The Clerk to the Council will receive all applications in the first instance and will then collate all the necessary information from the applicant ready for presentation and discussion at the appropriate Council meeting.

2.2 Applicants must complete the application form (available from the Town Council office or website) and provide all required supporting information.

2.3 In addition to the application form organisations will be required to provide the following supporting information:

i. A copy of their written constitution or details of their aims and purpose
ii. Full details of the project or activity (including proof of costs, estimates, quotes etc)
iii. Demonstrate that the grant will be of benefit to the local community with the town
iv. Demonstration of a clear need for the funding
v. Copy of the latest bank statement.
vi. Inform Council if you are VAT registered.

2.4 The Council will make the decision on which grants to award annually at Marchs or Aprils Full Council meeting. All applicants will be contacted following the Council's decision.

3. Conditions of Funding

3.1 The organisation must be either non-profit or charitable. Applications will not be considered from private organisations operating as a business to make a profit or surplus.

3.2 Grants will not be made to projects that discriminate on any grounds.

3.3 Grants will not be given to individuals.

3.4 Grants will not be made retrospectively.

3.5 Grants will not be made for running costs, i.e insurance, electricity bills etc unless you are a startup group.

3.6 Applications will not normally be considered from national organisations or local groups with access to funds from national "umbrella" or "parent" organisations, unless funds are not available from their national bodies; or the funds available are inadequate for a specified project.

3.7 An organisation should have a bank account in its own name with two authorised representatives required to sign each cheque.

3.8 The administration of and accounting for any grant shall be the responsibility of the recipient. All awards must be properly accounted for, and evidence of expenditure should be supplied to the Council by 31st December of the year the grant was given.

3.9 Only one application for a grant will be considered from each organisation in any one financial year.

3.10 On-going commitments to award grants or subsidies in future years will not be made. A freshapplication will be required each year.

3.11 Each application will be assessed on its own merits.

3.12 The Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The Council reserves the right to refuse any grant application which it considers to be inappropriate or against the objectives of the Council.

3.13 Any grant must only be used for the purpose for which it was awarded unless the written approval of the Council has been obtained for a change in use of the grant monies, and that any unspent portion of the grant must be returned to the Council by the end of the financial year in which it was awarded.

3.14 The Council may make the award of any grant or subsidy as it is considered appropriate in theevent of any unforeseen urgent event.

3.15 Nothing contained herein shall prevent the Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

3.16 Councils' contribution will be subject to Council's award plaque being displayed on site or relevant digital platforms.

GRANT APPLICATION FORM

Deadline for applications 31st March 2027

To be completed and submitted with the supporting information required as per the Grant Application Process (2.3) of the Grant Awarding Policy.
Failure to produce supporting documentation (2.3) may result in the grant application being void and will not be considered by Council.

Name of organisation:	
Name, address, and position of contact inorganisation:	
Telephone number and/or email address of contact: Bank Details	
Is the organisation a registered charity? If yes, charity number Yes/No	
Amount of grant requested?	£
For what purpose or project is the grant requested?	
What will the cost be? If applying for other grants/matched funds for the project, please provide details:	£
When will the money be spent?	
Who will benefit from the project?	
Are you VAT Registered	

I also understand that my details will be held on file, and I have the option to opt out of mypersonal information being held at any time.

If you require assistance in completing the application form or submitting the supportinginformation, please contact a Councillor or the Clerk to the Council:
The Clerk, Town Hall, 74 High Street, Stalham, NR12 9AS
Tel: 07881 638145 Email: clerk@stalham-tc.gov.uk

Name (in capitals):
……….

Signed: ……………………………………………………… Date: ……………………………………………………….

GRANT CHECK LIST

Ensure you have included the following:

1. A copy of their written constitution or details of their aims and purpose

2. Full details of the project or activity.

3. Quotes, proof of costs or estimates.

4. Demonstrate that the grant will be of benefit to the local community with the town

5. Demonstration of a clear need for funding

6. Copy of the latest bank statement.

7. Inform Council if you are VAT registered.

Stalham Town Councils 5 Year Strategic Plan

These are the 5 areas that the Council will tackle.

Working with residents, local businesses and community groups.

	Financial	To ensure Council builds its general reserves to cover at least 18 months of expenditure. To ensure financial stability for both the Council and residents.
	Well being	To help the state of being comfortable, healthy, and happy, encompassing physical, mental, emotional, and social aspects of a person's life.
	Environmental	To protect and enhance Stalham's natural resources. This involves conserving resources and promoting sustainable practices.
	Facilities	To improve the Town Hall, Play areas, streetlights, allotments, street furniture and burial grounds for the Town.
	Community	Building relations with residents, businesses and volunteer groups through events, communications and collaborative working.

	Financial	Well being	Environment	Facilities	Community
Year 1 2025-2026	To build General Reserves and financial stability for Council.	Pontoon at the Staithe	Improving signage to the Town	Replace 2 Street light posts a year from concrete to steel columns	Community Grants for Towns Groups
Year 2 2026-2027	Increasing footfall into the Town therefore increasing revenue to local businesses by holding events in the High Street	Spring Watch Event Encourage people of all ages to get out and spot the local wildlife	Landscaping areas owned by Council and NCC to improve the aesthetics of the Town	Refurbishing toilets at the Town Hall. Making them accessible to all	Promoting Local Job and Educational opportunities to locals. Working with Schools, colleges and businesses
Year 3 2027-2028		Improvements to Millside play area (all in one activity piece)	Speeding on A149 Speed limit to 40mph Increase in housing	Accessible seating in Councils Areas	Working with the local community to improve and
Year 4 2028-2029		Providing outdoor equipment for young people and children in the Town	Solar Panels for the Town Hall	Historical photos around the Town	Village gates
Year 5 2029-2030				Replace Bus Shelters with those more suited to the Town	

YEAR 1 2025-2026	Goal	Budget	Grant	Total Cost	Project Lead	Completed
<u>Financial</u> To build General Reserves and financial stability for Council.	To bring General Reserves to 50k in the next 5 years	N/A	N/A		Doreen	April 2026 = £40,000
<u>Well Being</u> Pontoon at the Staithe	To place a Pontoon at the Staithe to allow people from all over to come into the area and enjoy the Broads.	£1000.00	£6258.00	Pontoon= £6048 Planning=£629 Insurance=£967 **£7644.00** Shortfall = £1386	Doreen	Completed
<u>Environment</u> Improving signage to the Town	Ensuring signage to the Town is clear, especially the High Street. A149 signage & High Street	£2500.00			Kevin	Wayfinding signs going up from NNDC
<u>Facilities</u> Replace 2 Street light posts a year from concrete to steel columns	To ensure all Councils Street assets are safe and in good condition. Moving from concrete columns to steel.	£5500.00	N/A	£5954.00	Doreen	Completed

NOTES:

YEAR 2 2026-2027	Goal	Budget	Grant	Total Cost	Project Lead	Completed
<u>Financial</u> Increase footfall to the Town, increase revenue to local businesses by events in the High Street	To maximise the exposure of events held in Stalham to ensure optimum footfall.			Full Council May 2026		
<u>Well Being</u> Spring Watch Event Encourage people of all ages to get out and spot the local wildlife	A community participation event highlighting the Wildlife in Stalham. Raising awareness and pride. Register Stalhams' result with the BBCs programme	£5000.00	In STC Budget	Art Work = £120 Printing = £100 Posts = £2225 Install = £550 Pads = £200 **£3195.00**	Doreen	April 2026
<u>Environment</u> Landscaping areas owned by Council & NCC to improving the Town	Working with local groups such as Stalham in Bloom and the Stalham Horticultural Society improve planting around the Town.			Amenities March 2026		2.3.26 Cllr Hood to take phots of areas and report back
<u>Facilities</u> Refurbishing toilets at the Town Hall.	Phase 2 of the Town Hall by renewing the toilets and laying new flooring throughout.	£25,00.00	£19,715.00 National Lottery	Toilets =£13967 Floor = £6195 **£20,162.00**	Doreen	Completed
<u>Community</u> Promoting Job and Educational opportunities to locals.	Working with local colleges, 6 forms and the High School promoting job opportunities in the local area. 13.8.25 Job Fair arrange for Nov at Town Hall	N/A	N/A	N/A	Doreen	Held in November 2025 looking to do in 2026

YEAR 3 2027-2028	Goal	Budget	Grant	Total Cost	Project Lead	Completed
Financial						
Well Being Improvements to Millside play area	To refurbish Councils play area at Millside.					
Environment Speeding on A149	Speed limit reduced to 40mph Due to Increased in housing					
Facilities Accessible seating in Councils Areas						
Community Building relations with residents and volunteer groups through events, communications and collaborative working.						

YEAR 4 2028-2029	Goal	Budget	Grant	Total Cost	Project Lead	Completed
Financial						
Well Being Outdoor recreation for the young people of Stalham	Working with the Stalham and Brumstead Recreation Ground to improve the offering to the young people of Stalham. New Skate Park					
Environmental To create a more energy efficient Council .	Solar Panels for the Town Hall					
Facilities Protecting the Towns Heritage	To have historical pictures around the Town.					
Community Village gates	Village gates with planting at the entrances of the Town					

YEAR 5 2029-2030	Goal	Budget	Grant	Total Cost	Project Lead	Completed
<u>Financial</u>						
<u>Well Being</u>						
<u>Environmental</u> To protect & enhance Stalham's natural resources. Conserving resources and promoting sustainable practices.						
<u>Facilities</u> Replace Bus Shelters with those more suited to the Town						
<u>Community</u>						

NOTES

- Forward from Kevin on the future of Stalham
- Keep simple and easy for residents to understand.
- Public consultation with residents, and volunteer groups and how to improve /enhance Stalham
- Consultation with local businesses.

STALHAM

TOWN COUNCIL

Norfolk Association of Local Councils

County Hall,
Martineau Lane,
Norwich NR1 2UF

Stalham Town Council
Doreen Joy

INVOICE

Invoice No **3023**

Account No 3073531

4 May 2026

Due 4 June 2026

Item Details	NET	VAT
Annual Subscription 26/27		
Norfolk ALC Membership fee	503.52	0.00
National ALC fee	226.09	0.00
SUB TOTAL	729.61	

VAT Registration Number 249372187

TOTAL £ **729.61**

BACS PAYMENT - Please use the invoice number as the reference and use the bank details below -
Account name - Norfolk Association of Local Councils Limited - Sort code - 60-83-01 - Account number - 20538484

CHEQUE PAYMENT - Please write the invoice number on the back of the cheque and send to the address shown below

County Officer, 49 Heather Gardens, Belton, Norfolk, NR31 9PP
www.norfolkalc.gov.uk

Millside Playground						
	Name - Julie Hodds					Month - April
	Date	**2.4.26**	**11.4.26**	**24.4.26**	**30.4.26**	**Comments**
	**General**					
	gates	☑	☑	☑	☑	
	fences	☑	☑	☑	☑	
	signage	☑	☑	☑	☑	
	grass	☑	☑	☑	☑	
	bins	☑	☑	☑	☑	Sign still up, chased Mark to take it down
	**Swings**					
	chains	☑	☑	☑	☑	
	seats	☑	☑	☑	☑	
	matting	☑	☑	☑	☑	
	fixings	☑	☑	☑	☑	
	**Slide**					
	slide	☑	☑	☑	☑	
	frame	☑	☑	☑	☑	
	steps	☑	☑	☑	☑	
	matting	☑	☑	☑	☑	
	**3 low-level activity trail**					
	structure	☑	☑	☑	☑	
	fixings	☑	☑	☑	☑	
	**Activity trail walk**					
	structure	☑	☑	☑	☑	
	chains	☑	☑	☑	☑	
	fixings	☑	☑	☑	☑	

Stalham Town Council Current Year

Bank Reconciliation Statement as at 30/04/2026
for Cashbook 4 - Unity Bank

Bank Statement Account Name (s)	Statement Date	Page	Balances
Unity Bank	30/04/2026	1	125,892.50
			125,892.50

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		125,892.50
Unpresented Receipts (Plus)		
	0.00	
		0.00
		125,892.50
	Balance per Cash Book is :-	**125,892.50**
	Difference is :-	**0.00**

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Bank Reconciliation Statement as at 30/04/2026
for Cashbook 6 - CCLA

Bank Statement Account Name (s)	Statement Date	Page	Balances
CCLA	30/04/2026	1	103,000.00
			103,000.00

Unpresented Payments (Minus)	Amount	
	0.00	
		0.00
		103,000.00

Unpresented Receipts (Plus)		
	0.00	
		0.00
		103,000.00
	Balance per Cash Book is :-	**103,000.00**
	Difference is :-	**0.00**

Signatory 1:

Name .... Signed .... Date ....

Signatory 2:

Name .... Signed .... Date ....

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

STALHAM TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed Yes	No*	N/A	*'Yes' means that this authority:*
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	*has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*
	✓			
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓			*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.*

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

11/05/2026

and recorded as minute reference:

11.3

Signed by the Chair and Clerk of the meeting where approval was given:

Chair SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

https://stalham-tc.gov.uk/

Section 2 – Accounting Statements 2025/26 for

STALHAM TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures **must** agree to underlying financial records.*
1. Balances brought forward	155,351	128,778	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value **must** agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	190,000	200,000	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	39,601	73,484	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	82,120	82,597	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	174,054	197,087	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	128,778	122,578	*Total balances and reserves at the end of the year. **must** equal (1+2+3) - (4+5+6).*

8. Total value of cash and short term investments	126,669	144,943	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	55,263	70,615	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		*For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.*

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

Date 22/04/2026

I confirm that these Accounting Statements were approved by this authority on this date:

11/05/2026

as recorded in minute reference:

11.4

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Explanation of variances – pro forma

Name of smaller authority: **STALHAM TOWN COUNCIL**

County area (local councils and **NORFOLK**

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2024/25 £	2025/26 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, **DO NOT OVERWRITE THESE BOXES**	**Explanation from smaller authority (must include narrative and supporting figures)**
1 Balances Brought Forward	155,351	128,778				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	200,000	200,000	0	0.00%	NO		
3 Total Other Receipts	39,601	73,484	33,883	85.56%	YES	Lottery Grant - Town Hall Toilets £19,715.00 NCC Grant - Bus Shelter £11,724.00 Artisan Market Income £1564.00	
4 Staff Costs	82,120	82,597	477	0.58%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	174,054	197,087	23,033	13.23%	NO	Replacement LED Street Light - £14,100.00 Pontoon -£9,066.00	
7 Balances Carried Forward	128,778	122,578			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	126,669	144,943				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	55,263	70,615	15,352	27.78%	YES	Pontoon £5587.00 Christmas Items £5775.00 Nature Posts £3010.00 New Bin £673	
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Stalham Town Council

Norfolk

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on: **3rd June 2026**

and ending on: **14th July 2026**

Signed: Doreen Joy

Role: Responsible Financial Officer

Please contact the Clerk to make an appointment to view the accounts on clerk@stalham-tc.gov.uk or 07881 638145

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:	STALHAM TOWN COUNCIL
County area (local councils and parish meetings only):	NORFOLK

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net differnece between them is equal to the difference between Boxes 7 and 8.

		£	£
Box 7: Balances carried forward			**122,577.81**
Deduct:	Debtors **(enter these as negative numbers)**		
	Debtors		
	VAT	(4,412.60)	
	3		
		(4,412.60)	
Deduct:	Payments made in advance (prepayments) **(enter these as negative numbers)**		
	Prepayments	0.00	
		-	
Total deductions			(4,412.60)
Add:			
	Creditors (must not include community infrastructure levy (CIL) receipts)		
	Creditors	11,624.00	
	Accruals	13,728.06	
		25,352.06	
Add:			
	Receipts in advance (must not include deferred grants/loans received)		
	Receipts in advance	1,425.50	
	2		
		1,425.50	
Total additions			26,777.56
Box 8: Total cash and short term investments			**144,942.77**

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Get Free

- Limited access to GPT-5.3
- Limited messages and uploads
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- Limited deep research
- Limited memory and context
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Everything in Free and:

- More access to GPT-5.3
- More messages
- More uploads
- More image creation
- Longer memory

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Do more with advanced intelligence

£20 / month

Get Plus

Everything in Go and:

- Advanced reasoning with GPT-5.5 Thinking
- Expanded messages and uploads
- More complex and accurate image creation
- Expanded deep research and agent mode
- Expanded memory and context
- Projects, tasks, and custom GPTs
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Double your normal Codex usage on the £89 / month tier until May 31, 2026.

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Maximize your productivity

From

£89 / month

Get Pro

Everything in Plus and:

- 5x or 20x more usage
- ~~5x~~ 10x or 20x more Codex usage
- Pro reasoning with GPT-5.5 Pro
- Maximum Codex tasks
- Unlimited GPT-5.3 and file uploads
- Unlimited and faster image creation
- Maximum deep research and agent mode
- Maximum memory and context
- Expanded projects, tasks, and custom GPTs
- Research preview of new features

Unlimited subject to abuse guardrails. Learn more

Business Codex

A plan for development-focused teams with pay-as-you-go pricing

Usage pricing

No fixed seat fee. Pay as you go based on usage.

Get started

What's included:

- AI-powered software engineering

- Automated code and security reviews
- Automate tasks on your computer
- Take action across your documents, tools, and codebases
- Built-in worktrees and cloud environments for multi-agent workflows
- No fixed seat fee; pay as you go based on usage
- A secure, dedicated workspace with essential admin controls, SAML SSO, and MFA
- No training on your data; SAML security
- Support for compliance with GDPR, CCPA, and other privacy laws. Aligned with CSA STAR and SOC 2 Type 2

Business ChatGPT & Codex

A secure, collaborative workspace for startups and growing businesses

£15 / user / month

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What's included:

- Everything in ChatGPT Plus and Business Codex plans
- Unlimited core chat and access to the best models for work
- 60+ apps that bring your tools and data into ChatGPT — like Slack, Google Drive, SharePoint, GitHub, Atlassian, and more
- Business features like apps, data analysis, record mode, canvas, shared projects, and custom workspace GPTs
- Easy member, role, & billing management
- A secure, dedicated workspace with essential admin controls, SAML SSO, and MFA
- No training on your data; SAML security
- Support for compliance with GDPR, CCPA, and other privacy laws. Aligned with CSA STAR and SOC 2 Type 2

*2+ users, billed annually. £18 per user per month when billed monthly. Unlimited subject to abuse guardrails. Learn more

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What's included:

- ✓ Expanded context window that supports longer inputs and larger files
- ✓ Enterprise-level security and controls, including SCIM, EKM, user analytics, domain verification, and role-based access controls
- ✓ Advanced data privacy with custom data retention policies, encryption at rest and in transit, and no training on your business data by default. Learn more
- ✓ Support for data residency in ten regions
- ✓ 24/7 priority support, SLAs, custom legal terms, and access to AI advisors (eligible customers)
- ✓ Invoicing and billing, volume discounts

Trusted by teams at

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Stalham Town Council

Norfolk

Announcement Date: 13th May 2026.

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on: **3rd June 2026**

and ending on: **14th July 2026**

Signed: Doreen Joy

Role: Responsible Financial Officer

Please contact the Clerk to make an appointment to view the accounts on clerk@stalham-tc.gov.uk or 07881 638145

Stalham
Town Council

Internal Audit Report

For Stalham Town Council

Financial Year 2025/2026

Including Explanatory Notes for Annual Governance & Accountability Return
(where a 'no' has been marked)

Prepared by Tina Newby

Mrs Tina Newby
33 Tudor Rose Way
Harleston
Norfolk
IP20 9QH
tina.newby0521@gmail.com
07858518636

I have completed an internal audit of the accounts for Stalham Town Council for the year ending 2025-2026
My findings are detailed below using the tests provided in the **Practitioners' Guide 2025**

I would like to thank the Clerk/RFO for providing me with all the information required for the Internal Audit.

Total Receipts	**£73,484.00**
Total Payments	**£279,684.00**
Total Reserves	**£142,000.00**
Precept 2025-2026	**£200,000.00**

Internal Audit Report 2025-2026

https://stalham-tc.gov.uk/

A	**Appropriate accounting records have been properly kept throughout the year. And Periodic bank account reconciliations were properly carried out during the year.**		
	Test	***Response***	***Notes***
	Ensure the correct roll forward of the prior year cashbook balances to the new financial year	Yes	Evidenced
	Check a sample of financial transactions in cashbooks to bank statements, etc, the sample size dependent on the size of the authority and nature of accounting records maintained	Yes	Agreed at meetings
	Ensure that bank reconciliations are prepared routinely, are subject to independent scrutiny and sign-off by members	Yes	
	Verify the accuracy of the year-end bank reconciliation detail and ensure accurate disclosure of the combined cash and bank balances in the AGAR, section 2, line 8.	Yes	See notes
	Where the authority has bank balances in excess of £100,000 it has an appropriate investment strategy.	Yes	

Observation 1
Although you have provided me with the bank reconciliation required for PKF Littlejohn, it is of the previous year. I have managed to confirm the bank balance from the Box 7 and 8 spreadsheet. So, no worries.

B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT appropriately accounted for.		
	Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the SOs and FRs which should be based on the latest version	Yes	FRs and SOs are in place
	Ensure that consistent values are in place for the acquisition of formal tenders between SOs and FRs (frequently different limits are recorded in two documents)	No	Standing Orders need to be updated.
	Review the procedure for receipts of invoices, agreement of invoice detail and confirmation of goods/services delivery and approval for payment: ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation	Yes	
Select a sample of payments made from the bank account(s), for example by choosing a bank statement for a particular month. The sample size selected should be sufficient to have a reasonable view of the council's practices. Where possible all transactions of an abnormally high value for the Council should also be subject to detailed review.			
	Check that there is effective segregation between the writing of cheques of the setting up of online payments, and physical release of payments.	n/a	No cheques
	Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements	Yes	Completed
	Where a debit/credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the cards are in place	Yes	I believe there is a debit card as I see evidence on the bank statements

Recommendation 1

The minutes show that you have reviewed the policies and procedures. However the Standing Orders still remain at the old level of Procurement. Both Financial Regulations and Standing Orders, should mirror the same amount.

C	**This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.**		
	Ensure that authorities have prepared, and formally adopted, at least one annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc.	Yes	Asset Register evidenced
	Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers' and hirers' (where applicable) liability, fidelity/employees (including Councillors) liability, business interruption and cyber security	Yes	PL £10,000,000 EL £10,000,000 FG £250,000
	Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches: such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation	Yes	
	Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers' and hirers' (where applicable) liability, fidelity / employees (including councillors) liability, business interruption and cyber security	Yes	
	Review the effectiveness of internal control carried out by the authority	No	No evidence

Observation 2

I see that the Fidelity Guarantee is set to £250,000. Keep an eye on this, it may need to be increased in the future,

I also see that there is trustees cover of £500,000. I trust the charity is separate from the Town Council?

Recommendation 2

1.20 Review of effectiveness - Regulation 6 of the Accounts and Audit Regulations 2015 requires the authority to conduct a financial year review of the effectiveness of the system of internal control. The review needs to inform the authority's preparation of its annual governance statement.

1.21 Supporting information on internal control can be found in Section 5.

D	**The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.**		
	Ensure that the full Authority, not a committee, has considered, approved and adopted the annual precept for the coming year in accordance with the required parent Authority timetable	Yes	Full Town Council
	Ensure that current year budget reports are prepared and submitted to Authority/Committees periodically during the year with appropriate commentary on any significant variances	Yes	
	Review the budget performance either during the year or at financial year-end seeking explanations for any significant or unanticipated variances	Yes	
	Ensure that the Authority has considered the establishment of specific earmarked reserves and, ideally, reviews them annually as part of the budget assessment process	Yes	
	Ensure that the precept received in accounts matches the prior year submission form to the relevant authority and the public record of precepted amounts	No	No evidence

Recommendation 3
The minutes should show the effect of Band D Council Tax per household per year. I have not seen evidence of the precept submission form either. This is normally uploaded to the website.

The CIL Returns need to be uploaded on the website too.

General reserves:
5.33. The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.
5.34. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.
5.35. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.
5.36. In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained. Consideration of the minimum level of reserves requires not only consideration of level of income and expenditure but also the risks

to that income.
5.37. Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly.

E	**Expected income was fully received based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.**		
	Review ‘aged debtor’ listings to ensure appropriate follow up action is in place	Yes	
	Allotments: ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained identifying, that debtors are monitored.	Yes	No sight of tenancy agreements
	Burials: ensure that a formal burial register is maintained that it is up to date and that a sample of interments and memorials are appropriately evidenced, that fees have been charged at the correct approved rate and been recovered within a reasonable time (Authorities should also acquire and retain copies of Burial/Cremation certificates)	Yes	No sight of burial register
	Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised	Yes	Management of the Town Hall
	Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time	n/a	No evidence
	Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income	Yes	Events, fayres
	Where amounts are receivable on set dates during the year, ensure that an appropriate control record is maintained duly identifying the date(s) on which income is due and actually received/banked		

Recommendation 4
It is now a requirement for the Internal Auditor to see a list of allotment holders.

Recommendation 5
No sight of burial information.

F	**Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for**		
	A number of authorities are now running down and closing their petty cash accounts and using debit/credit cards for ad hoc purchases. Consequently, a “Not covered” response is frequently required in this area	n/a	No Petty Cash
	Review the systems in place for controlling any petty cash and also cash floats (used for bar, catering, etc)	n/a	
	Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held	n/a	
	Review the existence pf evidenced periodic independent verification of the petty cash and any other floats held	n/a	
	Ensure that VAT is identified wherever incurred and appropriate	n/a	
	Physically check the petty cash and other cash floats held	n/a	
	Where bar or catering facilities are in place, ensure that appropriate cashing-up procedures are in place reconciling the physical cash takings to the till “Z” total readings	n/a	

G	**Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.**		
	Ensure that, for all staff, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract	Yes	2 x staff both with employment contract
	Ensure that appropriate procedures are in place for the payment of members allowances and deductions of any tax liability	Yes	Using Sage Payroll
	Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scales or hourly rate, if off-scale, and also with contracted hours	Yes	Town Clerk query on NJC Scales
	Ensure that appropriate tax codes are being applied to each employee	Yes	
	Where free or paid for software is used, ensure that it is up to date.	n/a	Using Sage Payroll
	For a test sample of employees, ensure that tax is calculated appropriately	Yes	
	Check the correct treatment of Pension contributions	Yes	Contracted to a pension scheme
	For NI, ensure that the correct deduction and employer's contributions are applied. NB: The employers' allowance is not available to councils but may be used by other authorities	Yes	
	Ensure that the correct employers' pension percentage contribution is being applied	Yes	
	Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies.	Yes	

Recommendation 6

I cannot see evidence on the Town Clerk's contract of employment that she is on the NCJ scales. This would be advisable.

H	Asset and investment registers were complete and accurate and properly maintained. This section/assurance should be extended to include loans to or by the authority		
	Tangible Fixed Assets: • Ensure that the Authority is maintaining a formal asset register and updating it routinely to record new assets at historic cost price, net of VAT and removing any disposed of / no longer serviceable assets • Physically verifying the existence and condition of high value, high risk assets may be appropriate • Ideally, the register should identity for each asset the purchase cost and, if practicable, the replacement/insured cost, the latter being updated annually and used to assist in the forward planning for asset replacement • Additions and disposals records should allow tracking from the prior year to the current • Ensure that the asset value to be reported in the AGAR at section 2, line 9 equates to the prior year reported value, adjusted for the nominal value of any new acquisitions and /or disposals • Compare the asset register with the insurance schedule to ensure that all assets are recorded appropriately insured or "self-insured" by the Authority.	Yes	
	Fixed Assets Investments: • Ensure that all long-term investments (ie those for more than 12-month terms) are covered by the Investment Strategy and reported as assets in the AGAR at section 2 line 9	n/a	
	Borrowing and Lending: • Ensure that the authority has sought and obtained appropriate DMO approval for all loans acquired • Ensured that the authority has accounted for the loan appropriately (ie recorded in full value of the loan. Any arrangement fee should be regarded as an admin expense) in the year of receipt • Ensure that the combined principal loan repayment and interest for the	n/a	

	year is correctly recorded in the AGAR at section 2, line 5. • Ensure that the outstanding loan liability as at 31st March each year is correctly recorded in the AGAR at section 2, line 10 (value should be verified via the DMO website) • Where the Authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient body, or their members, agreeing to underwrite the loan debit		

I	**Periodic bank account reconciliations were properly carried out during the year.**		
	Verify that bank reconciliations are prepared regularly, for all Council bank accounts.	Yes	At every meeting
	Verify that bank reconciliations are subject to independent review by members and that they are signed and dated as evidence of this review.	Yes	Approved and minuted
	Verify that the bank statements are periodically independently verified to the balances stated in bank reconciliations.	Yes	
	Verify the accuracy of the year-end bank reconciliation and agree it to supporting bank statements.	Yes	
	Review and clarify the nature of any uncleared transactions.	n/a	No uncleared transactions
	Verify that the Council has in place robust procedures for the physical verification of any cash floats or deposits held and that any balances held as at the 31st March have been subject to independent review and confirmation.	Yes	

J	**Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.**		
	Note: this checklist is intended for use only by internal auditors of councils who prepare their accounts on a Receipts and Payments basis, consequently there is no guidance given here in respect of testing of debtors, creditors and accruals. Detailed guidance on the Accounting Statements can be found in Section 2 of The Practitioner's Guide and Internal Auditors should refer to that for specific guidance.		
	Whilst IAs are not required to verify the accuracy of detail to be disclosed in the AGAR, this assertion, together with the expectation of most Authorities, effectively requires IAs to ensure that the financial detailed reported at section 2 of the AGAR reflects the detail in the accounting records maintained for the financial year. Consequently, IAs should • Ensure that, where annual turnover exceeds £200,000 appropriate records are maintained throughout the year in an Income and Expenditure basis to facilitate budget reporting in that vein • Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end	Yes	See Recommendation 7

Recommendation 7

Then the Council has over £200,000 in an audit year, you will need to reinstate the 2 or 3 years previous accounts to PKF Littlejohn. Although it looks like you have already done this and using Income and Expenditure Accounts system.

K	**If the authority certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt.**		
	IAs should ensure that, all relevant criteria are met (receipts and payments each totalled less than £25,000) • The correct exemption certificate was prepared and minuted in accordance with the statutory submission deadline • That it has been published, together with all required information on the authority's website and noticeboards.	n/a	Exceeds £200,000

<table>
<tr><td>L</td><td colspan="3">The authority publishes information on a free to access website / web page, up to date at the time of the internal audit in accordance with any relevant transparency code requirements</td></tr>
<tr><td colspan="4">The requirement here is for Councils with income or expenditure below £25,000 to publish information as set out in The Transparency Code for Smaller Authorities</td></tr>
<tr><td></td><td>Verify that the Council has published, for the prior financial year, all the information as required by the Transparency Code as set out in Annex A of the code.

All items of expenditure above £100
○ End of year accounts
○ Annual governance statement
○ Internal audit report
○ List of councillor or member responsibilities
○ Location of public land and building assets
○ Minutes, agendas and papers of formal meetings</td><td>n/a</td><td>Exceeds £200,000</td></tr>
<tr><td colspan="4">The requirement here is for Councils with income or expenditure above £200,000 to publish information as set out in The Transparency Code for Smaller Authorities</td></tr>
<tr><td></td><td>Verify that the Council has published, for the prior financial year, all the information as required by the Transparency Code as set out in Annex A of the code.

All items of expenditure above £500
○ End of year accounts
○ Annual governance statement
○ Internal audit report
○ List of councillor or member responsibilities
○ Location of public land and building assets
○ Minutes, agendas and papers of formal meetings</td><td>Yes</td><td>See Recommendation 8</td></tr>
<tr><td colspan="4">The requirement here is for Councils with income or expenditure below £200,000, but £25,000 to publish information as set out in The Transparency Code for Smaller Authorities</td></tr>
<tr><td></td><td>There is no requirement</td><td>n/a</td><td></td></tr>
</table>

Recommendation 8

The Town Council is now over the £200,000 and will fall into that category of Transparency code 2015. Please note the changes needed for the uploads.

All items of expenditure above £500

○ End of year accounts
○ Annual governance statement
○ Internal audit report
○ List of councillor or member responsibilities
○ Location of public land and building assets
○ Minutes, agendas and papers of formal meetings

Under the Transparency Code 2015, councils in England are required to publish certain information online to promote openness and accountability. While the code mandates the publication of current agendas and minutes for meetings, it does not explicitly require councils to keep previous agendas on their websites indefinitely. However, best practice for transparency would suggest that councils make past agendas and relevant documents accessible for a reasonable period, allowing residents to review council activities and decisions.

I would expect to see agendas for 2 years, so that the internal auditor could check the 3 clear days rule for publication.

M	**The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.**		
	Verify that the Council published, including on its website, the Notice for the Period for the Exercise of Public Rights	Yes	PKF Littlejohn form not used.
	Verify that the 'Announcement Date' was a date after the Council approved the Annual Governance Statement and Accounting Statement.	No	No announcement date see Recommendation 9
	Verify that the 'Announcement Date' was the working day prior to the Commencement Date (they cannot be the same date)	No	No evidence of this
	Verify that the period set was for **exactly** 30 working days.	No	Dated were for 2 weeks only
	Verify that the period set included the first 10 working days in July	Yes	
	The Internal Auditor should also review whether the Council confirmed in Minutes the dates set (this is not a statutory requirement, but it is accepted as audit evidence that the Council complied with the publication requirements)	No	Not approved at the May meeting and not minuted.

Recommendation 9

PKF Littlejohn will be checking the period for exercise of public rights. The form they provide would be the best to use, as it holds the defaulted dates. See below:

5.74. A key aspect of public accountability is provided for by rights given to the public to inspect the accounts and accounting records contained in the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015.
*5.75. The obligations of authorities are very specific, with key dates and periods of inspections laid out in legislation. These **must** be complied with and the details of the public's rights, as well as key parts of the AGAR must be published.*
5.76. Publication is deemed to be made available on the authority's website. Website publication is a requirement. It is advised that this is published on the homepage on the authority's website or an easy to find part of the website. Posting on a noticeboard is in addition to a website.
*5.77. Parish meetings **must** publish information on their noticeboard.*
5.78. There is guidance to help authorities comply with the legal requirements, including support from external auditors' websites.
5.79. Proper practices and the flow charts in Section 6 include guidance for this area but the key points are:
• a 30 working day inspection period (this excludes weekends and public holidays), with accounts and supporting records being made available at reasonable times;
• the notice period should commence as soon as possible after approval of the accounts by the authority and must include the first 10 working days of July;
• the announcement of public rights should be as soon as practicable after the approval of the AGAR;
• it must give a day's notice of commencement and be published together with sections 1 and 2 of the AGAR.
5.80. Assertion 4 in the AGS refers to the exercise of public rights during the year under review in respect of the prior year, not the period following the end of the year subject to AGAR submission.

N	**The authority complied with the publication requirements for the prior year AGAR.**		
	Verify that the Council published the Annual Governance Statement on its website	Yes	
	Verify that the Council published the Accounting Statements on its website	Yes	
	Verify that the Council published the External Auditor report on its website	Yes	
	Verify that the Council published the Notice of Conclusion of Audit on its website	Yes	

Additional changes for 2025-2026

	AGS Assertion 10 – Digital and data compliance		
5.117	Data protection and security – Using authority-owned email accounts ensures that sensitive information is handed in a controlled environment with appropriate security measures. This aligns with GDPR principles such as data minimisation, integrity and confidentially	Yes	
5.118	Accountability and transparency – authority-owned email accounts provide a clear record of communications, which is essential for transparency and accountability. This helps in maintaining an audit trail and ensures all authority-related communications are accessible for review if needed	Yes	
5.119	Consistency, trust and professionalism – it is best practice to use .gov.uk domains for smaller authorities' emails and websites (excluding parish meetings). This helps maintain a consistent and professional image for the authority. This is increasingly important as cyber scams are on the rise.	Yes	
5.120	Having authority-owned email accounts also make Data Subject Access and Freedom of Information Requests easier to manage.	Yes	
5.121	Compliance with policies – All authorities should have an IT Policy that mandates the use of authority-owned email accounts for official business. These policies are designed to ensure that all communications are conducted in a manner that is consistent with the authority's standards and legal obligations.	Yes	
5.122	IT Policies – An IT Policy prevents misunderstanding when using IT equipment for authority business and makes sure that there can be no excuses for anyone in your authority	Yes	

	not protecting their data or working safely.		
5.123	Website accessibility – Where a small authority is subject to the requirements of website accessibility it does not have to buy a new website to comply accessibility law if it places a disproportionate burden on the authority. At a minimum all authorities' websites must include an accessibility statement on their website and keep it under regular review. This statement should include reasons for not meeting accessibility requirements, ways to source alternative copies of non-accessible documents and a point of contact.	Yes	
5.124	Data Protection – To ensure compliance with data protection regulations, smaller authorities must	Yes	
	• Appoint a Data Protection officer to oversee data protection and ensure compliance with GDPR • Conduct regular data audits to identify what personal data is held, how it is used and make sure it is processed lawfully. • Implement a Data Protection policy on data handling, storage and sharing. • Provide regular training to ensure all staff and members are trained on data protection principles and practices. • Secure data using appropriate technical and organisation measures to protect personal data from breaches.	Yes	
5.125	The Freedom of Information Act places duty on every public authority to adopt and maintain a publication scheme which details the publication of information by authority and is approved by the Information Commissioner; adoptions of the Information Commissioners Office Model Publications scheme meet this requirement.	Yes	

5.126	In addition to this the Transparency Code for Smaller Authorities requires parish councils with a turnover not exceeding £25,000 to publish certain information set out in the code. This enables local electors and local taxpayers to access relevant information about the authority's accounts and governance	n/a	Over £25,000
5.127	Smaller Authorities with a total turnover or expenditure greater than £25,000 should as best practice comply with the Local Government Transparency Code 2015	n/a	
5.128	Monitoring an authority's compliance with the relevant transparency code is not part of the external auditor's limited assurance review of the AGAR. It would however be expected that Internal Auditors would review this control area.	Yes	

O	Trust funds (including charitable) - the Council met its responsibilities as a trustee		
	• Confirm that all charities of which the council is a Trustee are up to date with CC filing requirements • That the council is the sole trustee on the Charity Commission register • That the council is acting in accordance with the Trust deed • That the charity meetings and accounts are recorded separately from those of the council • Review the level and activity of the charity and where a risk-based approach suggests such, review the Independent Examiners report	Yes	304072 up to date with Return for 2024-2025 on Charity Commission website

Internal Control – additional	Test	Observations
Payment controls	Is s137 expenditure separately recorded and within statutory limits	GPoC
Risk management arrangements	Does a review of the minutes identify any unusual financial activity?	No unusual acitivty
	Does the minutes record the council carrying out an annual risk assessment or review of their risk management.	Yes
	ICO certificate and in date	Yes
Procedural	Is eligibility for the General Power of Competence properly evidenced?	Yes
	Have points raised on the last Internal Audit report been considered by council and actioned?	Yes
	Has last year's minutes recorded the appointment of an Internal Auditor and agreed the costings	No
Transparency: For smaller councils with turnover under £25,000 and over £200,000	Minutes for whole year on website?	Yes
	Agendas for whole year on website?	No
	Electors' rights advertised on website?	Yes
	Councillors' responsibilities detailed on website?	Yes
	Last financial year's Annual Return on website? Up to 5 years historic returns are needed	Yes
	Land and building assets details on website? (Description, location, owner/leaseholder, date and cost of acquisition and present use)	No
General Data Protection Regulation (compliance from 25/5/2018) and UK GDPR 2018	Has the Council adopted a Data Protection Policy?	Yes
	Has the Council put in place Privacy Notices?	Yes
	Is there evidence of the policies on the website	Yes
	Has Data Protection been built into the general procedures, processes and policies of the Council?	Yes
Emails	Has the Councils adopted the gov.uk emails	Yes

	Does the Clerk have an generic emails address .gov.uk	

I can see from the last internal audit report that you responded to all the comments. The comments need to be itemised at the time of review with the Councillors, and if need be, a action report created.
At the same time, you need to appoint an Internal Auditor for the following year and this needs to be minuted too.

I would like to thank the clerk for a great set of accounts. The website is looking great too, Well done, it has been a busy year for the Clerks.

Thank you for choosing me as your internal auditor this year.

Signed: Tina Newby

Date: 5th May 2026

STALHAM TOWN COUNCIL
ASSET REGISTER 2025-2026

Explanation of Headings	
Purchase Cost	What Council paid for this item. This always stays at this cost and never increases in value. If the purchase cost is unknown then a £1 figure is used
Declared Value	This is the value of the item not taking into account inflation
Sum Insured	Is calculated by the insurance company, taking into account inflationary factors.

SUMMARY								
			Purchase Cost	**2025/2026 Asset Cost**	**Declared Value**	**Sum Insured**	**Notes**	
BUILDINGS			£450.00	£450.00	£868,000.00	£917,274.00		
LAND			£5.00	£5.00	£5.00	£0.00		
MISCELLANEOUS			£2,201.00	£2,684.00	£29,327.00	£27,500.00	Contents	
STREET FURNITURE			£40,629.49	£40,635.49	£339,904.39	£349,351.00		
GATES FENCES WALLS			£6,211.00	£6,211.00	£365,240.00	£278,850.00		
PLAYGROUND EQUIPMENT			£8,619.00	£8,619.00	£20,000.00	£75,000.00		
MOWERS & MACHINERY			£862.00	£862.00	£1,200.00	£5,000.00		
GENERAL ITEMS			£11,562.03	£11,562.03	£11,562.03	£0.00		
TOTAL			**£70,539.52**	**£71,028.52**	**£1,635,238.42**	**£1,652,975.00**		

STALHAM TOWN COUNCIL
ASSET REGISTER 2025-2026

BUILDINGS

Asset	Location	Purchase Date	Purchase Cost	2025/2026 Asset Cost	Declared Value	Sum Insured	Notes
Town Hall	74 High Street	14.7.05	£450.00	£450.00	£868,000.00	£1,041,600.00	
	TOTALS		**£450.00**	**£450.00**	**£868,000.00**	**£1,041,600.00**	

LAND

Asset	Location	Purchase Date	Purchase Cost	2025/2026 Asset Cost	Declared Value	Sum Insured	Notes
Staithe Picnic Area	Staithe		£1.00	£1.00	£1.00	£1.00	
Burial Ground	Campingfield		£1.00	£1.00	£1.00	£1.00	
Cemetery	Stalham	7.10.05	£1.00	£1.00	£1.00	£1.00	
Closed Church Yard	Brumstead Road		£1.00	£1.00	£1.00	£1.00	
Millside	Millside		£1.00	£1.00	£1.00	£0.00	
	TOTALS		**£5.00**	**£5.00**	**£5.00**	**£4.00**	

MISCELLANEOUS

Asset	Location	Purchase Date	Purchase Cost	2025/2026 Asset Cost	Declared Value	Sum Insured	Notes
Projector	Office	1.2.19	£280.00	£280.00	£280.00		
Filing Cabinet	Office	14.8.00	£55.00	£55.00	£0.00		
Paper Shredder	Office	11.2.04	£113.00	£250.00	£0.00		New shredder bought July 2024
Epson Printer	Office	10.11.08	£60.00	£60.00	£0.00		
Lap top	Office	1.2.16	£333.00	£569.00	£0.00		New laptop November 24
Safe	Town Hall	7.10.24	£688.00	£688.00	£688.00		
Mayoral chain		26.7.22	£672.00	£672.00	£750.00	£900.00	
Leaf Blower		17.8.23	£109.00	£109.00	£109.00		
Contents	Town Hall		£1.00	£1.00	£27,500.00	£33,000.00	Blanket cover
	TOTALS		**£2,201.00**	**£2,684.00**	**£29,327.00**	**£33,900.00**	

AGREED BY STALHAM TOWN COUNCIL 11.5.26

STALHAM TOWN COUNCIL
ASSET REGISTER 2025-2026

STREET FURNITURE

Asset	Location	Purchase Date	Purchase Cost	2025/2026 Asset Cost	Declared Value	Sum Insured	Notes
Street lights	160 x1800 TBC		£160.00	£160.00	£288,000.00		
Sam 2		1.1.00	£3,328.00	£3,328.00	£3,328.00		
Picnic bench accessible 1	Staithe	2.3.22	£500.00	£500.00	£850.00		
Picnic timber benches x2	Staithe	12.7.05	£368.00	£368.00	£600.00		
Memorial Bench	St Marys Church	25.9.25	£686.39	£686.39	£686.39		Richard Jackson
Bus Shelter	High Street	12.11.90	£1,500.00	£1,500.00	£6,000.00		
Bus Shelter	A149	8.9.90	£1,648.00	£1,648.00	£6,000.00		
Bus Shelter Seating		14.11.11	£428.00	£428.00	£0.00		
Defib 1	Town Hall	1.3.17	£2,020.00	£2,020.00	£2,000.00		
Defib 2	Baptist Church	1.3.17	£2,020.00	£2,020.00	£2,000.00		
Defib 3	Recreation Ground	1.7.21	£2,000.00	£2,000.00	£2,000.00		
Dog Bin 1	Lynford Road (opp Ellis Close)		£165.00	£165.00	£165.00		
Dog Bin 2	Ingham Road		£165.00	£165.00	£165.00		
Dog Bin 3	Moor Lane (Junc Yarmouth Road)		£165.00	£165.00	£165.00		
Dog Bin 4	Campingfield Lane/Brumsread Rd		£165.00	£165.00	£165.00		
Dog Bin 5	Weavers Way		£0.00	£1.00	£165.00		
Dog Bin 6	Lynford Road/ Brumstead Junc		£0.00	£1.00	£165.00		
Dog Bin 7	St Johns Road		£0.00	£1.00	£165.00		
Waste Bin 1	Millside Playarea		£0.00	£1.00	£165.00		
Waste Bin 2	Campingfield Lane		£0.00	£1.00	£165.00		
Waste Bin 3	St John Rd/Brumstead Rd		£0.00	£1.00	£165.00		
Waste Bin 4	Staithe Road	01-Sep-25	£414.00	£414.00	£414.00		New bin installed
Waste Bin 5	A149 Bus stop		£0.00	£0.00	£0.00		
	Sub Total		**£15,732.39**	**£15,738.39**	**£313,528.39**		

STALHAM TOWN COUNCIL
ASSET REGISTER 2025-2026

STREET FURNITURE/INCLUDING SIGNS AND NOTICE BOARDS							
Asset	**Location**	**Purchase Date**	**Purchase Cost**	**2025/2026 Asset Cost**	**Declared Value**	**Sum Insured**	**Notes**
Grit Bin 1	High Street (NNDC Cark PARK)	Unknown	£1.00	£1.00	£1.00		
Grit Bin 2	Campingfield Burial Ground	Unknown	£1.00	£1.00	£1.00		
Grit Bin 3	St Marys Church	Unknown	£1.00	£1.00	£1.00		
Notice Board 2	Campingfield Burial Ground	12.1.19	£1,155.00	£1,155.00	£1,155.00		
Notice board 3	Tescos	1.10.24	£518.00	£518.00	£518.00		
Interpretation boards x 16	Various TBC	17.5.17	£10,018.50	£10,018.50	£14,000.00		On previous asset register as £6000.00, but purchase price is £10,018.50
Map	Staithe	1.7.19	£1,074.00	£1,074.00	£0.00		
Black Notice Boards	Town Hall x2		£906.00	£906.00	£4,000.00		
Pictorial Map 1	Where ?	1.4.18	£2,204.00	£2,204.00	£1,400.00		On previous asset register as £1500, but purchase price is £2204.00
Pictorial Map 2	Where ?	6.7.1905	£972.00	£972.00	£0.00		
Jan Mark Board	Library	1.11.20	£1,422.00	£1,422.00	£1,500.00		
Welcome Board	Entry triangle	1.7.21	£1,171.00	£1,171.00	£1,400.00		
Sign	Stalham Green		£1,400.00	£1,400.00	£1,400.00		
Flagpole	Yarmouth Road		£500.00	£500.00	£1,000.00		
Bench	Smallburgh House	Nov-23	£0.00	£0.00	£0.00		Paid for by resident
Flag pole base	Town Hall	Oct-25	£93.60	£93.60			
Tommy		May-24	£450.00	£450.00			
Nature posts x 15	Various locations	Mar-26	£3,010.00	£3,010.00			
	Sub Total		**£24,897.10**	**£24,897.10**	**£26,376.00**		
	TOTALS		**£40,629.49**	**£40,635.49**	**£339,904.39**		

GATES, FENCES, WALLS

Asset	Location	Purchase Date	Purchase Cost	2025/2026 Asset Cost	Declared Value	Sum Insured	Notes
Gates 1 & 2	Millside Play Area		£2,000.00	£2,000.00	£3,000.00		
Gates 3 & 4	St Marys	7.10.05	£510.00	£510.00	£1,500.00		
Gates 5	Campingfield Burial Ground	25.6.22	£1,700.00	£1,700.00	£1,700.00		
Gates 6	New burial ground		£2,000.00	£2,000.00	£2,000.00		
Flint retaining wall W1 & 2	St Marys Churchyard	7.10.05	£0.00	£0.00	£117,040.00		£1,600 x 38=60800
Flint boundary wall W3	St Marys Churchyard	1975					£850x1.6X35=47600
Flint boundary wall W4	St Marys Churchyard	1975					£800 X6x1.8=8640
Staithe Quay heading	Stalham Staithe	1.1.22	£1.00	£1.00	£240,000.00		BCH ASSESSED £600 X 4 X100
			£6,211.00	**£6,211.00**	**£365,240.00**		

PLAYGROUND EQUIPMENT

Asset	Location	Purchase Date	Purchase Cost	2025/2026 Asset Cost	Declared Value	Sum Insured	Notes
Slide	Millside	TBC	£8,619.00	£8,619.00	£20,000.00		
Swings	Millside	TBC					
Trail	Millside	TBC					
	TOTALS		**£8,619.00**	**£8,619.00**	**£20,000.00**		

STALHAM TOWN COUNCIL
ASSET REGISTER 2025-2026

MOWERS & MACHINERY

Asset	Location	Purchase Date	Purchase Cost	2025/2026 Asset Cost	Declared Value	Sum Insured	Notes
	Poppy Centre						
Alco Lawnmower	Poppy Centre	1.8.19	£862.00	£862.00	£600.00		
Makita Strimmer	Poppy Centre	1.8.19			£350.00		
Torro Hedge Trimmer	Poppy Centre	1.8.19			£250.00		
	TOTALS		**£862.00**	**£862.00**	**£1,200.00**		

GENERAL ITEMS

Asset	Location	Purchase Date	Purchase Cost	2025/2026 Asset Cost	Declared Value	Sum Insured	Notes
	Poppy Centre						
5m Christmas Tree	Richardsons	Nov-25	£4,295.00	£4,295.00	£4,295.00		
Christmas Decorations	Richardsons	Nov-25	£1,430.03	£1,430.03	£1,430.03		
Santa Sleigh	Richardsons	Nov-25	£250.00	£250.00	£250.00		
Pontoon	Stalham Staithe	Nov-25	£5,587.00	£5,587.00	£5,587.00		
	TOTALS		**£11,562.03**	**£11,562.03**	**£11,562.03**		